

## Public Queries / Reports

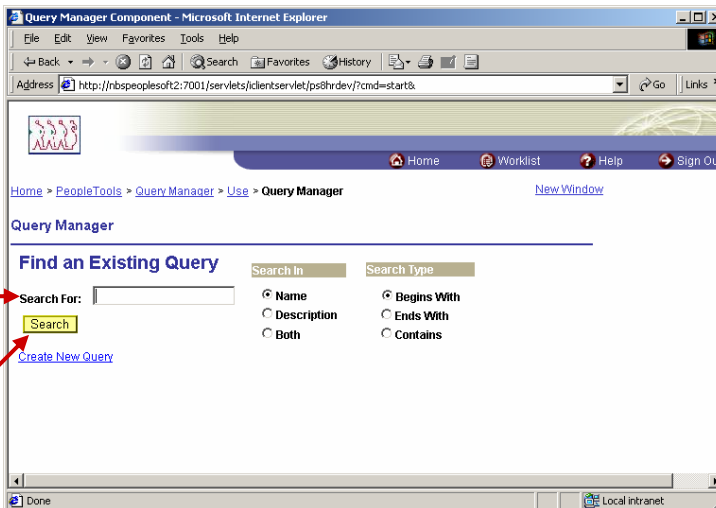
### How to Run a Public Query / Report

1. To run a public query, go to: Home > PeopleTools > Query Manager > Use > Query Manager
2. Search for a query
  - a. Type in the exact name of the query (*a full listing of available queries begins on Page 3*) or enter the first few letters of the query name
  - b. Click the Search button

2.

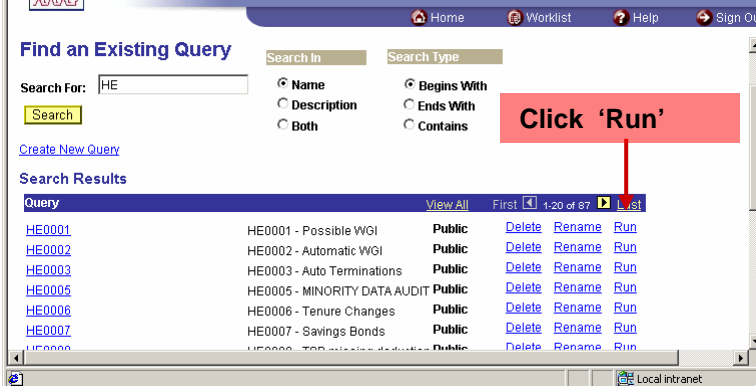
a. Enter the query name

b. Click 'Search'



3. To run the query, select "Run" on the right hand side of the query name

3.



Query	Description	Public	Delete	Rename	Run
HE0001	HE0001 - Possible WGI	Public	Delete	Rename	Run
HE0002	HE0002 - Automatic WGI	Public	Delete	Rename	Run
HE0003	HE0003 - Auto Terminations	Public	Delete	Rename	Run
HE0005	HE0005 - MINORITY DATA AUDIT	Public	Delete	Rename	Run
HE0006	HE0006 - Tenure Changes	Public	Delete	Rename	Run
HE0007	HE0007 - Savings Bonds	Public	Delete	Rename	Run

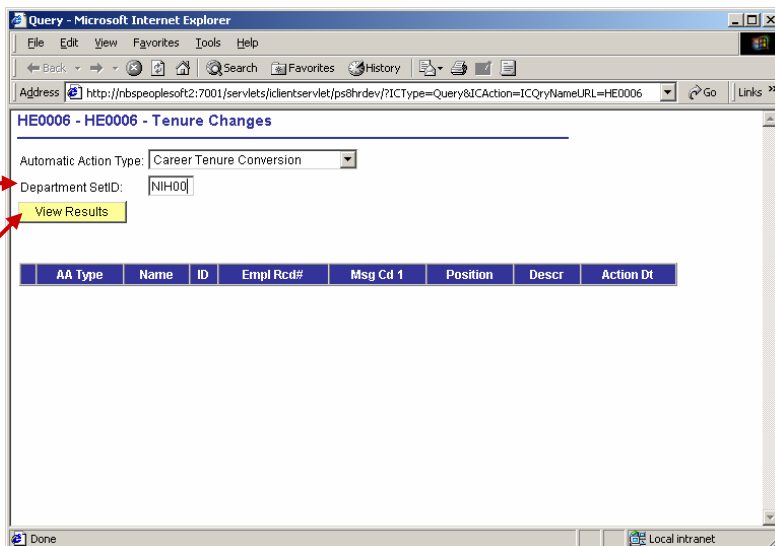
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4. Enter the parameters for which you would like the report to run (i.e. beginning and end dates, etc.).
  - a. If one of the lines asks for Department Set ID, enter "NIH00"
  - b. Click the View Results button

4.

a. Enter 'NIH00'

b. Click 'View Results'



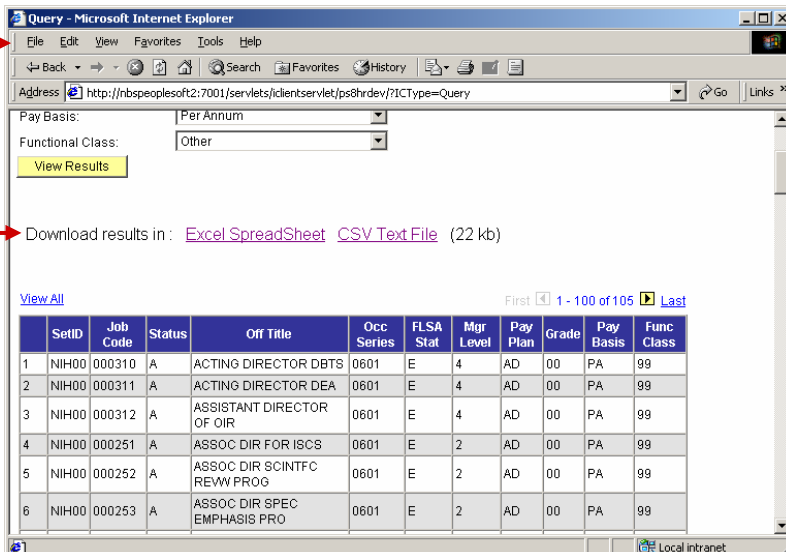
5. To download the HTML file to Excel
  - a. Select Download results in: Excel SpreadSheet and the results will display in a table
  - b. You must save the results in Excel, by selecting **File > Save As**, and type in the report name you would like to save it under\*
 

*\* Under the new title, make sure that you select 'Save as Type' and choose **MS Excel** from the drop-down list*

5.

b. Select File > Save as > Save as Type > MS Excel

a. Click on 'Excel Spreadsheet'



	SetID	Job Code	Status	Off Title	Occ Series	FLSA Stat	Mgr Level	Pay Plan	Grade	Pay Basis	Func Class
1	NIH00	000310	A	ACTING DIRECTOR DBTS	0601	E	4	AD	00	PA	99
2	NIH00	000311	A	ACTING DIRECTOR DEA	0601	E	4	AD	00	PA	99
3	NIH00	000312	A	ASSISTANT DIRECTOR OF OIR	0601	E	4	AD	00	PA	99
4	NIH00	000251	A	ASSOC DIR FOR ISCS	0601	E	2	AD	00	PA	99
5	NIH00	000252	A	ASSOC DIR SCINTFC REVW PROG	0601	E	2	AD	00	PA	99
6	NIH00	000253	A	ASSOC DIR SPEC EMPHASIS PRO	0601	E	2	AD	00	PA	99



# EHRP Job Aid

<http://hr.od.nih.gov/ehrp/default.htm>

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## **Public Queries / Reports**

**You can find a complete listing of  
EHRP Queries / Reports  
on the HHS EHRP website at:**

**[http://www.psc.gov/hrs/ehrp/news/publicqueries\\_revised012104.html](http://www.psc.gov/hrs/ehrp/news/publicqueries_revised012104.html)**